

Time Reporting Code (TRC) Quick Reference Card for Managers

TRC	Description	Additional Information & Requirements
12CPT, 12CPL, 12CPO	12 NonExe Disaster Compensatory Time Taken, Lost, Transferred Out	
12CPP	12 NonExe Disaster Compensatory Time Paid	Used to pay employee ONLY when receiving approval from HHS Executive Commissioner.
18CPT, 18CPL, 18CPO	18 Exempt Disaster Compensatory Time Taken, Lost, Transferred Out	
18CPP	18 Exempt Disaster Compensatory Time Paid	Used to pay employee ONLY when receiving approval from HHS Executive Commissioner.
ADMLA, ADMLT, ADMLL, ADMLO	Administrative Leave Awarded, Taken, Lost, Transferred Out	ADMLO is only used for an official 'legislative' transfer
ADOGT	Assistance Dog Training	Maximum of 80 hours per fiscal year for full time employee. Additional documentation required.**
ANLVT	Vacation Leave Taken	Greater than six consecutive months of State service required.
ANLVL, ANLVO	Vacation Lost, Transferred Out	ANLVO is only used when an employee is separating from an agency and transferring to another state agency
CASAT	Court Appoint Spec Advoc Taken	
COMPT, COMPP, COMPL, COMPO	Compensatory Time Taken, Paid, Lost, Transferred Out	COMPO is only used for an official 'legislative' transfer
DECML	Decision Making Leave	Used when an employee is placed on emergency leave to provide one day of decision-making leave through Positive Performance
DNRBL	Blood Donor	Maximum of four occurrences per fiscal year. Additional documentation required.**
DNRBM	Bone Marrow Donor	Maximum of five days per fiscal year. Additional documentation required.**
DNROG	Organ Donor	Maximum of 30 days per fiscal year. Additional documentation required.**
EDSL, EDSL	Donated Sick Leave, Donated Sick Leave Taken	
EDULV	Education Leave	Additional documentation required.**
EMGNY	Emergency Leave	Additional documentation required.**
EMTTR	Volunteer EMT Training	Maximum of five days per fiscal year. Additional documentation required.**
ESCKT, ESCKR	Extended Sick Leave Taken, Returned	All other leave balances must be zero.
FLEXS	Flexing Schedule	
FLSAT, FLSAP, FLSAO	Overtime Taken, Paid, Transferred Out/Adjusted	
FMDTH	Family Death	
FPRNT	Foster Parent Leave	
HCMPT, HCMPP, HCMPO	Holiday Comp Taken, Paid, Transferred Out	
JURYD	JuryDuty	
LWPDS	Leave Without Pay - Disciplinary	
LWPEO	Leave Without Pay - Employee	
LWPES	Leave Without Pay - Empl Sick	
LWPFS	Leave Without Pay - Family Sck	
LWPMY	Leave Without Pay - Military	
LWPPR	Leave Without Pay - Parental Leave	
LWPWC	Leave Without Pay - Workers Compensation	No maximum.
MLTRY	Military Leave	Maximum of 15 days of paid military leave. Additional documentation required.**
OHCPT, OHCPL, OHCPO	Optional Holiday Comp Taken, Lost, Transferred Out	
ONCLL	On-Call Duty	
PSINV	Personal Safety/Investigation	
PTCNF	Parent-Teacher Conference	Maximum of 8 hours per fiscal year to full time employees. Hours allocated to this TRC will be deducted from SICKT.
RDCRS	Red Cross Disaster Service	Maximum of 80 hours per fiscal year for full-time employee. Additional documentation required.**
REGDS	Regular Hours Worked - Disaster Services	Used when an employee works a declared disaster/emergency.
REGHR	Regular Hours Worked	Used when employee worked over regular scheduled hours. Enter the total number of hours worked on that day. Example: Regular schedule is for 8 hours you worked a total of 10 hours on that day, you will enter 10 REGHR
REGHW	Regular Hours Worked on a Holiday	Use to record the total hours worked on a holiday (maximum of 8 hours). If worked over the 8 maximum hours, use REGHR to record the remainder of the hours. Example: worked 10 hours on a holiday, enter 8 REGHW and 2 REGHR for that day.
REGOH	Regular Hours Worked on a Skeleton Crew Holiday	
RLELV	Reserve Law Enforcement Officer Training	
SCKBT, SCKBL	Sick Leave Bonus Taken, Lost	
SCKPT, SCKPD, SCKPR	Sick Leave Pool Taken, Donated, Returned	Must exhaust all other leave types, including ESCKT, before taking sick leave pool hours.
SHEIN, SHNIN, SHWIN	Intermittent Shift Differential: Evenings, Nights, Weekends	
SICKO, SICKL	Sick Leave Transferred Out, Lost, Paid Upon Death	SICKO is only used when an employee is separating from an agency.
SICKT	Sick Leave Taken	Additional documentation may be required if leave is greater than 3 days.
SPECO, SPECT	Special Leave Transferred Out, Taken	
VFFTR	Volunteer Firefighter Training	Maximum of 40 hours per fiscal year for full-time employee. Additional documentation required.**
VOTES	Leave to Vote	
WTNSS	Witness in Official Capacity	Additional documentation required.**

**NOTE: Refer to policy in the online help tools for additional documentation requirements.